

UPDATE

NEW APPOINTMENTS

Richard C. Cipoletti has been appointed Director of Personnel at the Allentown and Sacred Heart Hospital Center and will join the staff on May 13. He is presently Director of Personnel at United Hospital Center, Clarksburg, West Virginia, a position he has held since March, 1972. Mr. Cipoletti is a graduate of West Virginia University and also holds a Master's degree in Public Administration from that institution.

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Miss Kathleen Lynch has been appointed Medical Records Administrator. A graduate of Carlow College in Pittsburgh, she has been in hospital work since 1956. At St. Joseph's Hospital, Baltimore, Maryland, she served as manager of the Outpatient, Business and Admitting Offices before being named Director of Medical Records there. Since 1970, she has been Director of Medical Records at St. Francis Hospital, Wilmington, Delaware. Her appointment here becomes effective June 15. Miss Lynch is a Registered Medical Records Administrator.

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STAFF NOTES

A Meeting of the Medical Staff of the Hospital Center will be held on Wednesday evening, May 22, at 8:30 P.M. in the College Center Theater at Cedar Crest College. Bylaws will be presented at that meeting and a Nominating Committee named to develop a slate of officers. If you have not yet submitted your application for staff membership at the Hospital Center, you are reminded to do so because only those physicians whose applications are on file will be eligible to vote at the May meeting. Copies of the proposed Bylaws will be mailed prior to the meeting.

Questions have been raised about meeting attendance requirements when physicians are members of two or three staffs. The Bylaws Committee, in its proposed Bylaws, is recommending that a physician will be expected to satisfy the requirements for meeting attendance in only one institution.

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WANT TO TAKE A TOUR?

Beginning Wednesday, May 1, tours of the Hospital Center will be conducted every two weeks for physicians and all personnel of the three hospitals. No special arrangements are necessary. Simply come to the Center's offices at 1200 South Cedar Crest Boulevard where guides will be available to conduct tours of the Joint Facility. All tours will begin promptly at 3:00 P.M. Watch UPDATE for subsequent every-other-Wednesday dates.



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## PERSONNEL POLICIES

In recent weeks, a number of questions have been posed regarding personnel policies governing the staffing of the Hospital Center. In response to those questions, it should be pointed out that very early in the project, certain fundamental guidelines were agreed upon and have been followed. They are:

- 1) There would be no direct or personal recruitment by the Hospital Center of personnel employed at either of the parent hospitals.
- 2) Personnel already employed at either The Allentown Hospital or Sacred Heart Hospital could not be discriminated against by reason of their employment if, in fact, they were determined to be the most qualified applicants for positions at the Hospital Center. Toward that end, job openings were distributed for posting at the parent hospitals.
- 3) For equivalent positions, no salary incentives would be offered by the Hospital Center.

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## GETTING TO KNOW THE SYSTEM . . .

This is the second in a series of brief sketches highlighting the concepts, systems and practices under which the Allentown and Sacred Heart Hospital Center will operate. Let's look at the ...

### NURSING SERVICE ORGANIZATION

According to Florence E. Brown, R. N., Director of Nursing Services, the Nursing Services Organization will operate under the philosophy that good patient management requires total coordination and understanding between Medical Staff, Hospital Administration and the Nursing Service Department.

The Hospital Center's Nursing Service Organization will include R.N.'s, L.P.N.'s, Nursing Aides, Orderlies and Unit Clerks. Miss Brown, believes that the strength of the organization resides in the Head Nurse Group. The nature of the position creates direct and multiple responsibilities for patient care requiring working relationships with all hospital service departments. At the Hospital Center, the head nurse will be given administrative support to have authority to solve problems so the responsibility can be effectively managed.

Support for the Head Nurse Group will be provided by three departmental Supervisors: Medical-Surgical Units; Special Care Areas; Operating and Emergency Suites; and evening and night supervisors. Also, inasmuch as the Center will have a Nursing Staff from a variety of hospital experiences, unit instructors will assume the responsibility for orientation, continuing education and development of personnel.

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